City of Milwaukee Human Resources Management System: Employee Self-Service

Your Job Aid to Help Review and Update Your Personal Information

- ✓ Notify personnel of changes about you
- ✓ Update your Address and Phone Number
- ✓ Maintain Emergency Contacts
- ✓ View your Paycheck
- ✓ Apply for Tuition Reimbursement
- ✓ View your in-house training history

Your User ID: _________________ (***PeopleSoft 6-digit number: include all zeros)***

AVAILABILITY:

The system is available from any computer using your favorite Internet browser. The system is available 24 hours a day, except for Thursday afternoon of non-pay weeks and for periodic maintenance.

BEFORE YOU FORGET YOUR PASSWORD!!! You may have the system provide a new one by setting up your e-mail address and establishing a secret question with an answer under your user profile. *See "How to Set Up Forget Your Password."*

HOW TO SET UP "Forget Your Password?"

To protect your personal information, do not share your password with anyone!

1. Select ***My System Profile*** from the menu on the left.
2. Click ***Change or set up forgotten password help*** near the top.
3. Set up a question as instructed. Click the down arrow to list questions.
4. Type your response to the hint question. Click ***OK***.
5. At the bottom of the page, enter the **E-mail address** where a new password should be sent. Check the Primary Email Account box (☑) if there is more than one e-mail address listed. Select the appropriate email type from the list.
6. Click ***Save***. You are now set up to have a new password e-mailed to you when you "*forget your password*."
7. If your password **and** "*forget your password"* do not work, you must request to have your password **RESET**. Go to the following link fill in the form and click ***Submit***: **http://itmdapps.milwaukee.gov/RequestITSupport/addWO2.jsp**

IF YOU FORGET YOUR PASSWORD

1. At the login screen, click "***Forgot your password?***"
2. Enter your User ID and click ***Continue***.
3. Enter a response.
4. Click ***E-mail New Password***. (Only click this once.)
5. A new password will be e-mailed shortly to the e-mail address displayed at the top of the page.

LOGIN INTO SELF-SERVICE

1. To log in, start your Internet browser with the following URL address **https://cmil.mycmsc.com** and click on ***HRMS PRD 8.8***.
2. Enter your User ID and password. *(User ID: Use **all** 6 digits, including any zeros.)*
3. Click on the ***Sign In*** button. ***Please set up "Forget your password" when you log in the first time.***

TROUBLESHOOTING

If you receive the message "*You are not authorized to access this component*," this means the requested function is not available. Click ***OK*** (if available), then click the ***BACK*** option near the top of the screen. You may also click the Self Service menu option.

VIEW PERSONAL INFORMATION

Path: Self Service > Personal Information > Personal Information Summary

1. Page Down to display Other Personal Information.

VIEW PAYCHECK

Path: Self Service > Payroll and Compensation > View Paycheck

Current paycheck information is available on payday; year-to-date balances will only appear on the current paycheck.

UPDATING AN EMPLOYEE NAME

Path: Self Service > Personal Information

Use the above path for updating all employee information for each section.

1. Click ***Name Change***. It is important to note that all employment information, including employee names, should be entered in all CAPITAL LETTERS.
2. Enter the effective date of the change.
3. Click ***Edit Name*** and change name. Click ***OK***.
4. Click ***Submit***. If successful, you will see a message "*The Submit was successful*." You must submit a copy of your Social Security card to the payroll specialist before this change will be accepted.
5. Click ***OK***. There is no prompt if not saved. ***Do not** click **BACK** before saving.*
6. Click ***Return to Personal Information*** to return to the beginning.

UPDATE HOME / MAILING ADDRESS

Path: Self Service > Personal Information

1. Click ***Home and Mailing Addresses***.
2. Click ***Edit*** to update an existing address or select an address type and click ***Add***.
3. Enter the correct address in all the fields. *This also includes the fields City, State, and Postal (zip code). Type names in all CAPITAL LETTERS.*
4. Enter the date this change is effective.
5. Click ***Save***. If successful, you will see a message, "*The Submit was successful.*"
6. Click ***OK***. There is no prompt if not saved. **Do not** click ***BACK*** before saving.
7. Click ***Return to Self Service*** to return to the main page.

UPDATING MARITAL STATUS

Path: Self Service > Benefits > Life Events

1. To initiate a life event click on ***Marriage***.
2. Click on the yellow ***Start*** or ***Continue*** button to continue the Family Status Change.
3. Enter the date of marriage in the box next to "Date change will take effect".
4. Click on the ***Submit*** button.
5. Click on the line ***Yes, I want to enter information about my new spouse now***.
6. Click on the ***Add a dependent or beneficiary***" section.
7. For each section enter the requested information (please select "*yes*" for student, for all dependents except spouse and domestic partner). Click ***Save*** after you completed the information.
8. Click ***OK***. This is your confirmation that the information was saved.
9. Click on ***Return to enrollment dependent/beneficiary summary*** (located at the bottom of the page).
10. Click on ***Return to Life Events (marriage)*** (located at the bottom of the page).
11. Click on the line ***Click here to continue with your life event***.
12. Click ***OK***, when told information was submitted.
13. Click ***Next*** on the Marital Status Change page.
14. Click ***Next*** on the Benefits Summary page.
15. Click ***Next*** on the Personal Information page.
16. Click ***Next*** on the W-4 Tax Information page
17. Click ***Next*** on the Direct Deposit page.
18. Click ***Next*** on the Voluntary Deductions page.
19. Click on ***Yes, I'd like to prepare my benefit options now***.
20. Click on the yellow button to ***Prepare my benefit options***.
21. Click on ***Cancel***.
22. Click here to continue with your life event.
    - Click on ***Enroll in Benefits***. DO NOT CLICK ON NEXT. (This will take you to the Benefits Enrollment Page.)
23. Click on the ***Select*** button to the right of your event description **FAMILY STATUS CHANGE.** *If not available, please contact Employee Benefits Division at (414) 286-2047.
24. Click on ***EDIT*** next to the benefit you are enrolling your dependent(s).
25. Scroll down to the bottom of the page and enroll all eligible dependents *(click on the box next to their name)*.
26. When completed click on ***Store***.
27. Review your selections on the "Benefits Enrollment" page.
28. Click on ***OK***.
29. After enrolling your dependent(s), click on ***SUBMIT***.
30. Please be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

VIEW BENEFITS SUMMARY

Path: Self Service > Benefits > Benefits Summary

Current benefit enrollments are displayed.

BIRTH / ADOPTION

Path: Home > Self Service > Benefits > Life Events

1. To initiate a life event click on ***Birth/Adoption***.
2. Click on the yellow ***Start*** or ***Continue*** button to continue the Family Status Change.
3. Choose one of the following events (Birth ***or*** Adoption). Please review the information regarding the 30 day rule.
4. Click on the ***Next*** button.
5. Enter the date of birth.
6. Click on the ***Submit*** button.
7. Click on the line *Yes, I want to enter information about my new dependent(s) now*.
8. Click on the ***Add a dependent or beneficiary*** section.
9. For each section enter the requested information (please select "yes" for student, for all dependents except spouse and domestic partner). Click ***Save*** after you completed the information.
10. Click ***OK***. This is your confirmation that the information was saved.
11. Click on ***Return to enrollment dependent/beneficiary summary*** (located at the bottom of the page).
12. Click on ***Return to Life Events (birth/adoption)*** (located at the bottom of the page).
13. Click on the line ***Click here to continue with your life event***.
14. Click ***Next*** when told information was submitted.
15. Click ***Next*** on the Benefits Summary page.
16. Click ***Next*** on the Dependent and Beneficiary Coverage Summary.
17. Click ***Next*** on the W-4 Tax Information page
18. Click ***Next*** on the Direct Deposit page.
19. Click ***Next*** on the Voluntary Deductions page.
20. Click on ***Yes, I'd like to prepare my benefit options now***.
21. Click on the yellow button to ***Prepare my benefit options***.
22. Click on ***Cancel***.
23. Click here to continue with your life event.
24. Click on ***Enroll in Benefits***. DO NOT CLICK ON ***NEXT***. This will take you to the Benefits Enrollment Page.
25. Click on the ***Select*** button to the right of your event description - FAMILY STATUS CHANGE. *If not available, please contact Employee Benefits Division at (414) 286-2047.
26. Click on ***Edit*** next to the benefit you are enrolling your dependent(s).
27. Scroll down to the bottom of the page and enroll all eligible dependents (click on the box next to their name).
28. When completed click on ***Store***.
29. Review your selections on the "Benefits Enrollment" page.
30. Click on ***OK***.
31. After enrolling your dependent(s), click on ***Submit***.
32. Please be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

UPDATING EMERGENCY CONTACT INFORMATION

Path: Self Service > Personal Information

1. Click ***Emergency Contacts***.
2. Click ***Add an Emergency Contact***.
3. Enter all emergency contact information.
4. Click ***Save***. If successful, you will see a message *"The Save was successful."*

UPDATING EMERGENCY CONTACT INFORMATION *(continued)*

5. Click ***OK.*** There is no prompt if not saved. Do not click ***BACK*** before saving.
6. If changing contact information, click ***Edit*** on the appropriate line and update as needed. Follow steps 5 and 6 when completed.
7. Click ***Return to Personal Information*** to return to the main page.

UPDATING A PHONE NUMBER

Path: Self Service > Personal Information

1. Click ***Phone Numbers***.
2. Click ***Add a Phone Number***.
3. Select a phone type and enter the correct phone number.
4. Click ***Save***. *If successful, you will see a message "The Save was successful."*
5. Click ***OK***. There is no prompt if not saved. **Do not** click ***BACK*** before saving.
6. Click ***Return to Personal Information*** to return to the main page.

HOW TO VIEW YOUR IN-HOUSE TRAINING HISTORY

Path: Enterprise Learning > Result Tracking > Review Training Summary

1. Click the yellow ***Search*** button and you will see the list of in-house training programs you attended. You may have to click on ***View All*** to see the entire list.
    - NOTE: If you are *enrolled* in upcoming classes, click on the ***Status*** tab
    - NOTE: This history only shows in-house training programs sponsored by the *Department of Employee Relations*.

TUITION REIMBURSEMENT APPLICATION

1. For step-by-step instructions go to:
    - **http://www.milwaukee.gov/der/TuitionBenefit**
      OR
    - **http://www.milwaukee.gov/der/SelfService**

LOG OUT

Always click on ***Sign Out*** (see upper right-hand corner) to log out of self-service when you are finished.